

What Are Your Responsibilities as a Group Living Arrangement Facility Approved to Receive Supplemental Nutrition Assistance Program (SNAP) Benefits?

In order to be considered a Group Living Arrangement Facility approved to receive Supplemental Nutrition Assistance Program (SNAP) benefits you must provide verification that your facility meets the following criteria:

- Certified as a retailer by USDA, Food and Nutrition Service, or
- Licensed by the Louisiana Department of Health and Hospitals, Health Standards Section.

As the Authorized Representative of residents approved to receive SNAP benefits in your facility, you must:

- Apply for the resident.
- Buy and prepare food for eligible residents on a group basis.
- Buy meals delivered to the individual residents.
- Report any changes and overissuances.

As a Group Living Arrangement Facility approved to receive SNAP benefits, in all instances you must:

- Report if the facility no longer meets the criteria to be an approved group living arrangement facility to the Department of Children and Family Services (DCFS) Regional Program Consultant.
- Provide the DCFS Regional Program Consultant with a list of current residents who are receiving SNAP benefits by the 5th of the month for the previous month signed by a responsible official attesting to the validity of the list. Failure to send the list will result in the facility becoming ineligible to receive SNAP benefits and the residents may no longer be eligible for SNAP benefits.
- Give the resident his Electronic Benefits Transfer (EBT) Card when the resident leaves the facility. You must also:
 - Provide the departing resident his full allotment if no SNAP benefits have been spent on his behalf, regardless of when during the month the resident leaves.
 - Provide the departing resident one-half his monthly SNAP allotment if SNAP benefits have already been spent on his behalf and the resident leaves the facility on or before the 15th of the month.
NOTE: The departing resident does not receive any SNAP benefits if he leaves the facility after the 15th of the month and benefits have already been used.
 - Tell the resident to report his new address to the local parish/district DCFS office.
 - Return the EBT Card to the DCFS Regional Program Consultant within 10 days of departure, if the resident leaves the facility unannounced.

Penalties as a Group Living Arrangement Facility Approved to Receive SNAP Benefits

The facility is liable for any misrepresentation or Intentional Program Violation (IPV), which it knowingly commits to obtain SNAP benefits for the residents.